

Our Lady Immaculate Catholic Primary School

Outbreak Management Plan

Table of Contents

<i>Introduction</i>	3
<i>Roles and responsibilities</i>	3
<i>Risk Assessment</i>	4
<i>Contingency planning</i>	4
<i>When settings should consider extra action</i>	5
<i>Close mixing</i>	5
<i>Reporting a confirmed case</i>	6
<i>Testing</i>	Error! Bookmark not defined.
<i>Face coverings</i>	7
<i>Shielding</i>	9
<i>Attendance restrictions</i>	10
<i>Educational Visits</i>	11
<i>Other restrictions:</i>	12

Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan (Contingency Plan) describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings.

This should be completed and in place before term starts so schools can quickly mobilise contingent measures. The Outbreak Management Plan should be regularly reviewed to keep up to date. Schools are advised to have this as part of their School Emergency Management Plan.

Roles and responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

Risk Assessment

Our school risk assessment can be found here: [Covid RA FSORD V11 20.12.2021.doc](#)

A copy is also available on the school website at: www.oliprimary.co.uk

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self-isolation and managing confirmed cases of covid-19

Contingency planning

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance)

For each control measure you should include:

- actions you would take to put it in place quickly.
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how you would communicate changes to children, pupils, students, parents, carers and staff.

When settings should consider extra action

If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.

The Director of Public Health or Health Protection Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

All positive cases will continue to be reported to the local authority via the online MDS form <https://www.smartsurvey.co.uk/s/covid-19-schools/>

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For schools, this could include:

- a form group or subject class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity

Reporting a confirmed case

For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)

School Improvement Liverpool

SPOC@si.liverpool.gov.uk

0151 233 3901

Notifying a confirmed case

All confirmed cases should be notified via the online MDS form below:

www.smartsurvey.co.uk/s/covid-19-schools/

DfE helpline

Telephone: 0370 000 2288

Monday to Friday, 9am to 5pm

School Covid-19 Lead Details

Primary Contact

Name: Mrs Catherine Sergeant (Headteacher)

Telephone Number: 0151 260 8957 (school landline)
07741 292706 (mobile)

Out of Hours Telephone Number: 07741 292706 (mobile)

Secondary Contact

Name: Mrs Louise Partington/Mrs Julie Brown (Deputy Headteachers)

Telephone Number: 0151 260 8957 (School landline)

Out of Hours Telephone Number: 07833 086279 (Mrs Partington)
07557 129430 (Mrs Brown)

Face coverings (all staff)

Lead Person:		Key contacts:	
Mrs Catherine Sergeant (in the absence of Mrs Sergeant – Mrs Partington/Mrs Brown will take this lead)		SPOC@si.liverpool.gov.uk	
Communications:			
If you are advised to reintroduce face coverings Public Health will advise on appropriate communication to parent.			
Additional Information:			
Revert to the detail of previous risk assessments when bubbles and reduced mixing was in place. <ul style="list-style-type: none">• All visitors accessing the site will be required to wear a face covering.• Access to the site will be restricted and parents will be required to wear face coverings if entering the building• School staff having contact with visitors and parents will be required to wear face coverings and ensure strict adherence to hand hygiene protocols.• All face coverings			
Considerations:			
Supplies		Schools should have a stock of facemasks available for children and staff who aren't able to access them.	
Considerations:		Please be aware of any medical exemptions preventing people from wearing face coverings	
Other:		Ensure a supply of face coverings is maintained in the event of re-introduction.	

Reintroducing bubbles / reduce mixing between groups

Lead Person:		Key contacts:	
Mrs Catherine Sergeant (in the absence of Mrs Sergeant – Mrs Partington/Mrs Brown will take this lead)		SPOC@si.liverpool.gov.uk	

Communications:	
<p>Consider communications to parents about changes to the school day such as:</p> <ul style="list-style-type: none"> • staggered start / finish • impact on lessons 	
Additional Information:	
<p>Revert to the detail of previous risk assessments when bubbles and reduced mixing was in place.</p>	
Considerations:	
Organisation	<p>How will this impact:</p> <ul style="list-style-type: none"> • dining arrangements • playtime • lessons • intervention groups • staffing • space • movement through school
Resources	<p>Would resources be needed such as signage?</p>
Other:	<p>Re-establish the following</p> <ul style="list-style-type: none"> • timetables for playground use • grab bags for cold lunch option to ensure reduced use of dining space – class rota reintroduced. • One way system to be strictly applied • Family groups and staggered times for start and end of the school day.

Shielding

Lead Person:		Key contacts:
<p>Mrs Catherine Sergeant</p> <p>(in the absence of Mrs Sergeant – Mrs Partington/Mrs Brown will take this lead)</p>		<p>Supply cover:</p> <p>supply@si.liverpool.gov.uk</p> <p>paul.prescott@cer.co.uk</p> <p>nicola.stewart@milk-education.co.uk</p> <p>rebecca@caringservicesagency.com</p> <p>School HR team:</p> <p>a.holden@holdenhr.co.uk</p>
Communications:		
<p>Individuals who are advised to shield should be contacted directly by government, local authority or GP</p>		
Additional Information:		
<p>Request copy of relevant communication from authorising agent.</p>		
Considerations:		
Business continuity:	<p>2 x teaching staff would be asked to shield. Classes could continue to be taught in school by supply with shielding staff providing planning and resources for lessons.</p>	
Staff impacted	<p>2 x teachers – both in the same key stage area</p>	
Cover	<p>Supply staff</p>	
Other:	<p>Establish planning and preparation of lessons and resources which would be carried out by shielding staff and how this could be communicated to the school based staff.</p> <p>Establish keeping in touch with pupils and shielding staff (teachers) to ensure relationship building continues and additional support for learning can take place.</p>	

Attendance restrictions

Lead Person:		Key contacts:
Miss Michelle Gallagher		Jb@cucsolutions.co.uk Remote education – paul.bradshaw@si.liverpool.gov.uk;
Communications:		
Communication with parents will be via: Seesaw Telephone Connect PA – school app School Website Key Stage email addresses.		
Additional Information:		
www.oliprimary.co.uk – class pages https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools		
Considerations:		
Access to computers and internet	<p>Staff to communicate via email/mobile phone to access if equipment/internet access is required.</p> <p>School has equipment to loan to families requiring resources</p> <p>School has data cards and dongles for families who have no internet access.</p>	
Free School Meals:	Eligible children will be issued with FSM vouchers though the school vouchers programme previously used during pandemic.	
Key Worker and Vulnerable Children:	Number of children in these categories will depend on the year group/class which is being asked not to attend school. Equally staff : pupil ratios will also be depended on the age of the children in the keyworker and vulnerable groups.	

Safeguarding provision:	If attendance restrictions are needed, all safeguarding practices remain in place with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely. School will continue to have regard to statutory safeguarding guidance eg, Keeping Children Safe in Education, Working Together to Safeguard Children and Early Years Foundation Stage (EYFS) framework. School will ensure that a DSL is present in school at all times that it is open to any children including key worker and vulnerable groups.
Other:	Review and revert to practices when school was a hub school or closed to specific year groups.

Educational Visits

Lead Person:	Key contacts:
Mrs Rebecca Thoroughgood	Educational Visits: Nicola.horton@si.liverpool.gov.uk
Communications:	
Communication will be via: Email Letter Website PA Connect – school app Year Group Email	
Additional Information:	
Outdoor Education Advisors Panel: www.oeap.ng https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits	
Considerations:	
Cost implications:	Refunds of any payments made will be cash if paid via cash or through Pay 360. If payments have been made via Square ie debit or credit card transactions – these will be refunded to the same card.

	Trip re-arrangements will be negotiated with the provider eg Kingswood or PGL.
Risk Assessment	Current risk assessments should be reviewed by the EVC and where possible providers eg Kingswood, PGL etc would be requested to provide their most recent method statements and risk assessments.
Other:	When planning a residential trip – be advised that the LA trip insurance does not cover cancellation for coronavirus. Source alternative insurance provider who has this cover.

Other restrictions:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then please consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings